

Kutztown Area School District PowerSchool Tutorial (Student Information System) Parent / Guardian / Student Portal Access

The Kutztown Area School District manages student academic data via a student information system called PowerSchool. PowerSchool is a web-based system with a centralized database. This ensures that data is exchanged in real time, thus delivering the most current information available on a student. With PowerSchool, parents/guardians can access vital information about their children quickly and accurately. Parents can view the results of tests, assignments, homework, and attendance as soon as they are recorded.

Access to this timely information will enable parents to offer their children help with schoolwork and remain well informed of your child's progress in school. The high school will pilot the "public access" portion of the system during the fourth quarter. Not all aspects of the system will be fully utilized at this time. Our goal is for full implementation at the high school by the start of the 2006 – 07 school year. PowerSchool is a great communicative tool, but remember that any questions you have about your son or daughter can still be answered the old-fashioned way by talking to teachers, counselors, or administrators.

This tutorial is designed to guide you through accessing the available PowerSchool information. A confidential username and password have been assigned for each parent and student.

Accessing PowerSchool Parent –

To access the service, you need:

- One school assigned username & password per parent and student.
- Access to the internet.
- A current web browser (i.e. – Internet Explorer, Netscape Navigator/Communicator, Safari)

- 1.) Connect to the internet and type the following address into your browser's address window :

<https://pskutztown.cliu.org/public> Note: (There is no "www" in this address.)

- 2.) Enter your assigned username and password into the appropriate fields.

- 3.) Click on the **Enter** button.



The image shows the PowerSchool login interface. At the top is the PowerSchool logo, which consists of a red apple icon followed by the word "PowerSchool" in a serif font. Below the logo is a login form with two input fields: "Username" and "Password". The "Username" field has a blue border and a cursor. Below the "Password" field is a link that says "Forget your member name or password?". At the bottom of the form is a blue button labeled "Enter". Below the form is a copyright notice: "© 1999 - 2005 Apple Computer, Inc. All rights reserved."

Please remember the parent/student username & password are confidential. You should treat it as you would an ATM card or credit card.

**** Note:** To protect your student's information and Kutztown Area School District, it is our policy that no usernames or passwords will be given over the phone or through email. If you need to get your username and password to access PowerSchool you must visit your child's school office in person to request them. (Please bring photo identification with you for security purposes.)

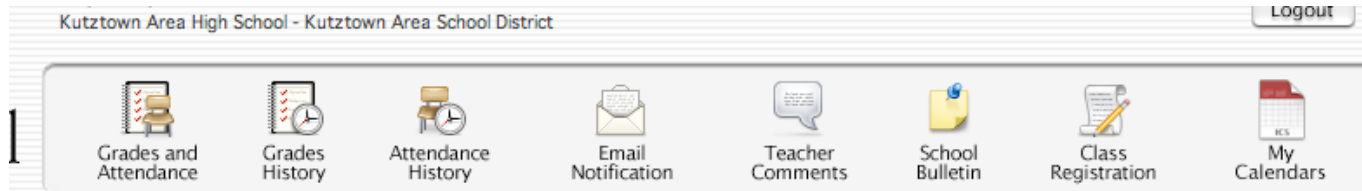
Page 1 – Logging into PowerSchool Parent.

Page 2-5 – Sections of PowerSchool

Page 6 – Communication w/ Teachers and Considerations.

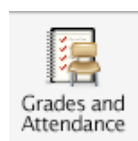
PowerSchool Features –

Once you've logged into PowerSchool, you will see a menu bar at the top of the page.



Parents can access the following information via PowerSchool:

- Grades & Attendance
- Grades History
- Attendance History
- Teacher Comments
- School Bulletin



Grades and Attendance

This feature provides a view of all of your student's grades on one screen. Grades and attendance data will be drawn from the current semester. All progress grades will be current at the time that report cards are mailed. Please check with your student's school for these dates. The blue links give you more information about your student. Clicking on any of these links will take you to a screen containing more detail.

Grades and Attendance

Attendance By Class																			
Exp	Last Week					This Week					Course	Q1	Q2	Q3	Q4	S1	S2	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F									
1-1(A-F)											Physics Aca Drummer, David	89 89	77 77	81 81	0			0	0
2-2(A-D)											Chorus Hartman, Bryan M.	100 100	100 100	98 98	0			0	0
2-2(E-F)											Show Choir Hartman, Bryan M.	100 100	100 100	100 100	0			0	0
3-3(A-F)											Chemistry II H Riedel, William	96 96	85 85	84 84	0			0	0
4-4(A-F)											Gov/Econ/Law Aca Noll, John	93 93	90 90	95 95	100 100			0	0
5-5(A-F)											TACE Neas, Karen				0			0	0
6(A-F)											Lunch							0	0
7-8(A-C)											Study Hall Erb, Mark							0	0
7-8(D-F)											Study Hall Erb, Mark							0	0
9-10(A-C)											Fitness Myers, Edward		95 95		0			0	1
9-10(D-F)											Shakespeare Koller, Toni	93 93	96 96	90 90	0			0	0
11-11(A-F)											Probability/Stat Lindenmuth, Terry	95 95	87 87	93 93	98 98			0	0
12-12(A-F)											Lang Arts 12 Aca Haring, Christopher	84 84	81 81	67 67	88 88			0	0
HR(A-F)											Homeroom Hartman, Bryan M.				0			0	0
Attendance Totals																		0	1

This data reflects two week's worth of attendance. The key on this page provides a description of different attendance codes. (i.e. – Ex = Excused, T = Tardy)

If you use email software like MS Outlook or Entourage you can send an email to a teacher by clicking on their name.

These grades reflect current progress grades. Click on the blue score to visit the grade detail page.

Class Score Detail

A single click on an individual class grade in the Grades and Attendance window links to the Class Score Detail Window. If the teacher has entered individual assignment grades into PowerSchool these scores will be visible in the detail view.

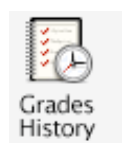
Note: If an assignment score is blank please check the due date. Teachers may post assignments prior to their actual due date. Assignment grades that have been partially entered may result in lowered overall scores until all assignment grades have been entered.

Please consult "*PowerSchool Communication / Considerations*" on pages 6,7.

Class Score Detail

Course	Teacher	Expression	Final Grade
Gov/Econ/Law Aca	Noll, John	4-4 (A-F)	95 95%

Due Date	Category	Assignment	Score	%	Grd
01/20/2006	Tests	Executive Branch TEST	100/108	92.59	93
01/23/2006	Classwork	Supreme Court Legal Briefing	10/10	100	100
01/25/2006	Homework	Supreme Court Textbook SG	21/22	95.45	95
02/02/2006	Quizzes	Supreme Court QUIZ	40/50	80	80



Grades History

This section provides detail for the previous semester. Each progress grade will be detailed and each score is linked to a related Class Score Detail section.

Grade History

Q1					
Course	Grade	%	Cit	Hrs	
Chemistry II H	96	96	A	0	
Chorus	100	100	A	0	
Gov/Econ/Law Aca	93	93	A	0	
Lang Arts 12 Aca	84	84	A	0	
Physics Aca	89	89	A	0	
Probability/Stat	95	95	A	0	
Shakespeare	93	93	A	0	



Attendance History

This view details the entire semester's attendance history for your student. Please refer to your school's attendance policy as well as the legend at the bottom of this window.

Course	Expression	3/27-3/31					4/3-4/7					4/10-4/14					4/17-4/21					4/24-4/28					5/1-5/5					5/8-5/12				
		M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F	M	T	W	H	F					
Chemistry I Aca Moore, Jason B107 E: 8/15/2005 L: 7/1/2006	1-1 (A-F)	-										-	-	-	-	-																				
Study Hall Noll, John E20 E: 8/15/2005 L: 7/1/2006	2-2 (A,C)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-					

Legend

Attendance Codes: Blank=Present | VAC=Excused Vacation | UnxVac=Unexcused Vacation | Mil=Military Basic Training | ISD=In School Detention | TDU=Tardy Unexcused | UnxAM=Unexcused Am | UnxPM=Unexcused Pm | UnIAM=Unlawful AM | UnIPM=Unlawful PM | ISSam=In School Suspension AM | ISSpm=In School Suspension Pm | OSSam=Out of School Suspension AM | OSSpm=Out of School Suspension PM | Ex=Absent | CV=College Visit | DA=Doctor Appt. | FT=Field Trip | Oth=Other | HB=HomeBound | ISS=In-School Suspension | OSS=Out-of-School Suspension | Unx=Unexcused | Unl=Unlawful | TDE=Tardy Excused | ExAM=Morning Absence | ExPM=Afternoon Absence |



Email Notification

Parents may elect to have updates sent at regular intervals by PowerSchool. You must complete the relevant sections in order to receive email updates. There are four types of updates – you may choose any or all.

Summary of current grades and attendance - Sends out one email giving a summary of final grade and attendance totals for each child's classes.

Detailed reports showing all assignment scores for each class - Sends out one email for each class with each assignment for the quarter with scores. (Note: If your student has 6 classes you will receive 6 emails, one for each class. If you have multiple students enrolled in the KASD you may receive over 20 emails with detailed information.)

Detailed report of attendance – Sends out an email containing detailed attendance for each class they are enrolled in for the current term.

School Announcement - Sends out an email containing the highlighted items/activities on the daily bulletin.

Balance Alert – KASD does not have this function available to parents at this time.

Select the desired update by checking the box.

Choose the interval of the updates. You may choose from daily, weekly, twice a month, or monthly.

Email Notifications

The form contains the following fields and options:

- What information would you like to receive?** (List of checkboxes):
 - ☐ Summary of current grades and attendance
 - ☐ Detailed reports showing all assignment scores for each class
 - ☐ Detailed report of attendance
 - ☐ School announcements
 - ☐ Balance Alert (Note: Will only be sent when a student is low on funds.)
- How often?** (Dropdown menu):
 - Never
- Send now?** (Checkbox):
 - ☐
- Email Address(es)** (Text input field):
 - (separate multiple email addresses with commas)
- Submit** (Button)

Check the “Send Now” box to receive an email update when you click the Submit button.

You may enter up to three email addresses, separated by commas, which will receive updates. Be sure to include your complete email address including the @ symbol and domain name. (i.e. bjones@aol.com) When you are done, click the submit button.



Teacher Comments

Teacher Comments

This section shows the most recent comments submitted with report cards. As with other sections of PowerSchool, it is possible to click on the teacher's name to send that teacher an email (provided that you have a email client installed such as MS Outlook or Entourage).

Teacher Comments

Exp.	Course	Teacher	Comment
1-1 (A-F)	Physics Aca	Drummer, David	
2-2 (A-D)	Chorus	Hartman, Bryan M.	
2-2 (E-F)	Show Choir	Hartman, Bryan M.	
3-3 (A-F)	Chemistry II H	Riedel, William	
4-4 (A-F)	Gov/Econ/Law Aca	Noll, John	
5-5 (A-F)	TACE	Neas, Karen	
6 (A-F)	Lunch		
7-8 (A-C)	Study Hall	Erb, Mark	
7-8 (D-F)	Study Hall	Erb, Mark	
9-10 (A-C)	Fitness	Myers, Edward	
9-10 (D-F)	Shakespeare	Koller, Toni	
11-11 (A-F)	Probability/Stat	Lindenmuth, Terry	Demonstrates excellent knowledge of Statistical concepts Is a positive influence in Statistics class
12-12 (A-F)	Lang Arts 12 Aca	Haring, Christopher	



School Bulletin

School Bulletin

This feature is used to post the school's daily bulletin. The school bulletin is posted and distributed on a daily basis.



Class Registration

Class Registration

This section may be implemented in the future, which allows students to register for classes with the guidance of their counselor and parents.



My Calendars

My Calendars

Using this feature, parents and students may access calendars created by teachers. These calendars are created using third party software such as Apple Computer's iCal service. Please check with the teacher to see if they are utilizing this feature.

How to logout from PowerSchool Parent



You may logout of PowerSchool from any portion of the website. Just click on the "logout" button in the upper right corner of the screen. *Please be sure to logout from the site before you visit other websites or disconnect from the internet.*

Printing information from PowerSchool



The "Print Page" icon is available on many sections. A single click of this icon will generate a new window with the desired data ready to print.

PowerSchool Considerations

Kutztown Area School District believes that along with teachers it also important for parents to become familiar with the process of grading and assessment. Before PowerSchool, parents received grade information only upon request or at scheduled times – progress reports, end of quarter, end of semester. With PowerSchool it will now be possible to check grade information at any point during the semester. With that in mind, we ask for your cooperation in adhering to the following set of guidelines:

Grading System

- Each teacher has their own grading system. Some teachers work on a straight points system while others weight the scores according to assignment categories (Homework, Quizzes, Tests, etc.). Some give grades for class participation while others do not except late work. Our teachers inform all of their students at the beginning of the course of what their expectations and grading scheme will be for the course. For this reason it is very important for a parent to read the grading philosophy contained in the class syllabus. If needed, please contact the teacher for a copy of their grading policy.

Posting of Scores

- Teachers need time to grade assignments, projects, and tests. Each day teachers are expected to have new material and lesson plans ready for class. Many teachers are also involved in extra-curricular activities that take time to plan and attend. With that in mind teachers do need time to get assignments graded. Essays and research papers take longer to grade than a quiz. Please be patient as it does take time to grade and post scores. Do not call or email a teacher asking them to post an assignment.

Score Fluctuation

- Grades can change dramatically in the first few weeks of each quarter. In the beginning of each quarter you may see wild shifts in the class average of your child. This is simply because when there are only one or two assignments in the grade book, a low or high score can make a dramatic change in the overall grade.

Corresponding with Teachers

When a concern arises about a score or grade that appears in PowerSchool we ask that you follow these steps:

- I. Talk with your child first. Ask them what the situation is surrounding their grade(s).
- II. Review the course grading philosophy/system of the teacher. This may answer the question of why the student has received the grade or explain how the assignments add up to the current average.
- III. Check to see if there is an assignment description. In the *Class Score Detail* page if the assignment is listed in blue, you can click on the link for more detailed information. This may help to clarify what was involved or expected for a particular assignment.
- IV. Check the date of the assignment. An assignment handed in late may receive deductions from its score.
- V. In trying to verify a class be sure to verify if there are any missing or late assignments that could be affecting the overall grade average.
- VI. Realizing that no system is perfect, if a discrepancy is found please send one email to the attention of the teacher. We are all working together to achieve the highest level of consistency and accuracy possible. Please be patient as the Kutztown Area School District is developing this program to be the best it can be.

Our mission is to provide an interactive educational environment, which encourages students to acquire the skills, knowledge, and attitudes necessary to become responsible members of society.

